



JOB AND PERSON SPECIFICATION
EDUCATION SUPPORT OFFICER GRADE 2
SUNRISE CHRISTIAN SCHOOL

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. In Australia these include Sunrise Christian School Fullarton, Sunrise Christian School Paradise, Sunrise Christian School Morphett Vale, Sunrise Christian School Marion, Sunrise Christian School Naracoorte, Sunrise Christian School Whyalla, Sunrise Christian School Early Learning Centres, Temple Christian College, and Discovery Christian College. Internationally our schools are Sunrise Bethel Christian School in PNG and Faith Christian School in the USA.

These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God given mandate to bring up their children in His ways.

The Schools are separately registered and each School is managed by a Principal who is accountable through the CEO to its governing Board. Our Early Learning Centres are managed by a Regional Director, reporting to the CEO, who is assisted by a Director at each location.

The primary corporate service functions of ACS are based at the Mile End Campus of Temple Christian College. ACS have developed a number of shared corporate services and the co-location of finance and administration staff enables the Manager of Corporate Services and Manager of Corporate Finance to work closely together in a team environment which supports Senior Management, the School Board and the strategic direction of ACS.

Head Office

Suite 6,
2-4 Henley Beach Road
Mile End, SA 5031
ABN 80 961 871 513

P 08 8405 0950
E info@sunrise.sa.edu.au
www.sunrise.sa.edu.au

Fullarton Campus

95 Wattle Street
Fullarton, SA 5063
P 08 8179 2700

Paradise Campus

4 Crowle Road
Paradise, SA 5075
P 08 8337 2966

**Morphett Vale
Campus**

70-74 Pimpala Road
Morphett Vale, SA 5162
P 08 8322 7279

Marion Campus

286 Sturt Road
Marion, SA 5043
P 08 8296 3761

Naracoorte Campus

72 Old Caves Road
Naracoorte, SA 5271
P 08 8762 4233



JOB SPECIFICATION

OVERVIEW

The Education Support Officer (ESO) is accountable to the Principal, and works under guidance from the appropriate teacher to provide one on one or small group student assistance to facilitate their learning.

Primarily the incumbent is responsible for ensuring that the student's learning needs are met in a specific area as directed by the appropriate teacher.

The incumbent provides Education Support Officer (ESO) support to the classroom teachers in the provision of learning support services including assisting the teacher with individual children or small groups making learning resources, photocopying and assisting with general supervision as required.

This requires a competency in understanding the curriculum used in the classroom, relating with teachers and children, creating and constructing learning resources, displaying children's work in creative and visually pleasing ways.

KEY RESPONSIBILITIES

EDUCATION SERVICES SUPPORT

Working with individual students

- Assist the teacher by working alongside individual students in the classroom to scribe
- Supervise individual testing or listen to reading
- Assist the teacher by providing extra practice for a child to help them understand a concept that has been taught
- Facilitate and implement a learning program as developed by the appropriate teacher
- Record and assess student progress
- Participate in parent/teacher meetings in relation to individual students when required.

Working with small groups

- Assist the teacher by working with a small group of students to reinforce or practice what has been taught by the teacher.
- Assist the teacher by working with a small group of students providing extension activities organised by the appropriate teacher or health professional.
- Supervise testing, group reading or problem solving activities
- Facilitate and implement a learning program as developed by the appropriate teacher

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- Participate in parent/teacher meetings in relation to individual students when required.

Making learning resources

- Create learning resources as required and directed by the teacher

Set up displays

- Assist the teacher by setting up curriculum displays in the classroom
- Assist the teacher by displaying children’s work in the classroom or in other areas of the school
- Design and create appropriate labels for displays

Classroom support

- Assist the teacher with marking
- Assist the teacher with photocopying
- Assist the teacher with supervision of designated activities within the curriculum

The position will be reviewed as the roles change and will be appraised on a regular basis.

Approved _____ Date _____
Principal Sunrise Christian School - Signature

Approved _____ Date _____
Applicants Signature



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PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

EDUCATIONAL QUALIFICATIONS

SKILLS / ABILITIES

- Excellent interpersonal and communication skills to successfully engage with persons from a wide variety of backgrounds.
- The ability to work with all levels of staff and management.
- The ability to work as a member of a team in a manner that fosters the support and co-operation of team members.
- The ability to complete variable workloads to a high standard.
- Proficiency and application in the use of Word and Publisher.
- Ability to work autonomously once tasks are delegated.
- Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks.

PERSONAL ATTRIBUTES

- An on-going commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre.
- A demonstrated love and reverence for God's Word as the foundation for Christian living, especially Biblical creation.
- A mature faith and active involvement in a local church.
- A proven life style founded on Biblical Christian principles.
- A life that demonstrates the indwelling of the Holy Spirit.
- A willingness to affirm the foundation statements and principles promulgated by ACS.
- A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.

EXPERIENCE

- Experience in working with children of all ages
- Experience in working as part of a team.

KNOWLEDGE

- Knowledge of the Sunrise School community

DESIRABLE CHARACTERISTICS

KNOWLEDGE

- Knowledge of the operation of a Primary and Secondary Educational Facility.
- Knowledge of the Sunrise phonics curriculum

EXPERIENCE

- Previous experience in a school assistant role would be an advantage.
- Previous experience in a classroom environment.



OTHER CONDITIONS

Although the position has regular hours the successful applicant may need to be available at times to work extended hours to address needs of the School, this includes some out of hours work, professional development training and preparation following the end/start of the School year.

The successful applicant will need to complete a Working With Children Check with the results being satisfactory to the school.

A current Safe Environments for Children and Young People 'Through their eyes' certificate is required before employment can commence.

SALARY LEVEL

Sunrise Christian School – Education Support Officers Curriculum Classification Grade 2

HOURS OF DUTY

As negotiated with the Principal.

ACCOUNTABILITY

This position reports to the Principal.

WORKPLACE

The incumbent will be based at the Sunrise Christian School _____.

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